Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130092-2

Classification

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO. DDS/OL/PSD 26

1. TITLE OF REPORT (If a fill-in report include Form No.)

Roster of Essential Employees

2. TYPE OF REPORT: [ ] STATISTICAL [X] NARRATIVE [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [ ] TRAINING [X] ADMIN. GENERAL [ ] LOGISTICS [ ] SECURITY [ ] MEDICAL [ ] FINANCE [ ] OTHER (specify)

4. NO. OF COPIES PREPARED: 4

5. FREQUENCY (weekly, monthly, quarterly, etc.): Annually

6. DISTRIBUTION (No. of components not number of copies): 1

7. FORMAT (memorandum, form computer print-out, etc): Memorandum

8. ADP PROCESSING: [ ] YES [X] NO — IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: LI 50-4 dtd 30 November 1967

10. PREPARING COMPONENT (include lowest level contributing information to report): Secretary, PSD

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.): None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-7	$ 4.28		15 min.		$ 1.07		1		$ 1.07

B. COSTS OF COMPUTER PRODUCED REPORTS

None									

TOTAL COSTS PER YEAR: $ 1.07

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required by LI.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

[X] RETAIN AS IS [ ] OTHER (explain)
[ ] CHANGE
[ ] DISCONTINUE

ESTIMATED SAVINGS: MAN-HOURS: None; DOLLARS: None

16. DATE OF INVENTORY: 8 OCT 1970

17. [illegible] ION

18. EXTENSION

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FORM 9-70 142

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(22-36-43)